



Job Opportunity

State Controller's Office

Position: Staff Information Systems Analyst (Specialist) | Statewide

Location: Information Systems Division
300 Capitol Mall, Suite 700, Sacramento, CA 95814

Issue Date: March 03, 2003

Final Filing Date: Until Filled

Contact/Telephone:
Terry Meleski, 916-323-6695

Who May Apply: Individuals who are currently on the SROA or Surplus list only.
PENDING FREEZE EXEPTION APPROVAL

California Relay Service: 1-800-735-2929

Position Number(s): 051-340-1312-024
Reference # 03-069

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction from the Data Processing Manager II, fulfill the responsibilities of the State Controller's automated integrated system products system administrator. Incumbent must possess knowledge and/or experience in business and technical analysis; software database administration and change control, IT industry trends and best practices, and be liaison with IT staff, database management staff and customers.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Primary, expert specialist to administer and maintain majority of product components within an automated integrated system. This includes using wizards, filters, queries, views, menus, alerts, imports, exports and events to manage and retrieve data. Maintain core utilities for forms, field design, data policy, dictionary, and relationships, report generation, and security and access privileges, business process flows, and change management. Maintain and accomplish processes for change management and service-level agreement performance metrics. Perform software version upgrade testing and implementation. Assess and recommend annual software support plan.
- Coordinate administration with Oracle database administrators and LAN support staff for database, network management, and discovery capabilities and with IT managers for service performance and delivery. Train use of automated integrated system software products to IT staff and customers. Attend training to keep technical skills current.
- Assist agency management in the identification of opportunities for expanding the use of the automated integrated system software products as new lines of business are created through special projects, legislation, or continuous improvement. Confer with customers on business processes to obtain IT related services needed and prepare recommendations on what changes are needed to provide them. Lead in implementation of changes to software products.
- Analyst maintains all the automated integrated system documentation. Create and issue standard



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and/or ad hoc reports on system's usage, service-level agreement delivery performance, capacity, and others using Crystal Report as the report writer interface.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Information Systems Division

300 Capitol Mall, Suite 700

Sacramento, CA 95814

Attn: Terry Meleski- Reference # 03-069 (Candidate must indicate this Reference # on their resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application, STD. 678.)